

ADMINISTRATIVE - INTERNAL USE ONLY

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ADMINISTRATIVE MATTERS
(For O/SAIC Action)

There are many administrative aspects connected with the Conference to which we did not address ourselves but particular concern was expressed on the following:

1. That a memorandum be sent by Mr. Colby to the Deputy Directors and head of Independent Offices announcing the conference and encouraging directorate participation. Each Deputy Director, or his representative, will forward a copy of this memo to his offices with a covering note directing that the RMOs attend and requesting the names of attendees to be submitted by a particular date.
2. The Colby presentation -- Should we fill the Auditorium? How do we do it?

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3. [] has taken care of the folders and the letterhead.

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4. All classified material should be sent directly [] The RMOs should carry with them only unclassified papers.

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5. Arrangements for the use of the Auditorium and the filming of Mr. Colby's address on 9 October have been completed []

6. Arrangements should be made for an experienced technician to record the presentations made by Messrs. Brownman, Elder, [] The main purpose of this is to have them available for the RMOs who will be unable to attend the Conference.

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7. The Agenda allows for scheduled coffee breaks as follows:

2 on 10 Oct (AM and PM)
1 on 11 Oct (PM)
1 on 12 Oct (PM)

(for extended period but not all the time)

It is requested that coffee be available at all times during the Conference. If this is not possible it should be available for the scheduled breaks and for a predetermined hour on the two mornings when no formal breaks are scheduled. Each chairperson will set the pace for breaks during his sessions.

8. Consideration given to the physical facilities for the separate Directorate sessions and the Mixed Group work sessions.

- 1 -

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9. A recap of some Logistics and social considerations which were mentioned at the first meeting at the Committee:

Social Hour activities:

Last year there were complaints about:
- the movie --inferior, speaker system impossible.
- beer free but not soft drinks

Accommodations for women:

complaints last year about:
- lack of toilet paper after first day
- room without a sink